

Job Code Request Form

Complete form (except for last two grayed columns) and fax to the CHRIS Functional Hotline at (304) 285-0902.

Effective Date of Action Needing New Job Code	New Job Code	Occu Series	Title	Pay Plan	Pay Table	Grade	Manager Level	FLSA Status	Sub Agency	POI	Pay Basis	Func Class	Sensitivity	Spc Gvt Emp subject to Exec Disc ? (Y/N)*	Sch C (Y/N)	CHRIS Functional Staff Only	
																Ex Disc [278] (Y/N)	Fin Int [450](Y/N)

Today's Date: _____

Requestor Name: _____

Sub-Agency Name: _____

E-Mail Address: _____

Requestor Phone Number: _____

Requestor Fax Number: _____

*** Special Government Employees (Experts, Consultants, Advisory Committee Members in Pay Plans ED, EE, EF, EG, EH and EI) are subject to Executive Disclosure if their salary is equal to or greater than 120% of GS -15, step 1. Otherwise, they are subject to Employee Financial Interests. The on-line job code form is available on the CHRIS website at http://chris.inel.gov/HR_Admin/job_code.cfm and should be used to ensure accuracy and completeness of the information provided.**